

Disabled Veterans Affirmative Action Program (DVAAP) Plan and Certification

1. Agency	U.S. Department of Energy	2. FY	2024
3. POC Name	Michelle Brown	4. Phone	(202) 934-5226
5. A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled (Attach supporting addendums if needed)			
<p>POLICY STATEMENT: This Plan outlines the strategies the Department of Energy will execute to provide affirmative employment and advancement opportunities to qualified disabled veteran applicants in: recruitment; hiring; advancement; training; career development; promotions; reassignments; awards; and all other terms, conditions, and/or privileges of employment. Additional emphasis may be necessary for veterans with a compensable service-connected disability of 30 percent or more in adherence to 5 C.F.R. 720, Subpart C.</p> <p>SCOPE: All Departmental Elements and field sites are responsible for executing actions within their areas of responsibility in compliance with this Plan.</p> <p>OBJECTIVES:</p> <ul style="list-style-type: none"> • DOE Departmental Elements will provide focused attention to ensure that disabled veterans, especially those who are 30 percent or more disabled, receive equal opportunity in hiring, placement, advancement, and retention in accordance with affirmative action requirements. Reasonable accommodation will be provided as needed and in accordance with regulation and DOE policy. • DOE Departmental Elements will follow policies and procedures to adequately provide equal opportunity for merit promotion actions, awards, advancement, and training programs for disabled veterans, particularly those with disability ratings of 30 percent or more. • DOE Departmental Elements will establish and maintain inclusive practices that improve opportunities for disabled veteran employees to participate in leadership and career development training. Actions will continue to be taken to remove barriers or potential barriers to participation for disabled veterans, particularly those who are 30 percent or more disabled. Reasonable accommodations are provided, as needed. • DOE sites will ensure accessibility to buildings and facilities for individuals with disabilities. • The DOE-wide DVAAP Plan will be readily available online to establish a better understanding of the ensure goals and objectives of the Plan. 			
6. OPM DVAAP Manager Official Use Only: Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?			
Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/> No <input type="checkbox"/>

7. An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled (Attach supporting graphs/charts if needed)

8. Total # Employees	14,850	9. # Of Veterans	4,535	10. # Of Disabled Veterans	1,785	11. # Of 30% Or More Disabled Veterans	1,372
-----------------------------	--------	-------------------------	-------	-----------------------------------	-------	---	-------

DOE has unwavering dedication to hiring qualified disabled veterans, particularly veterans who are 30 percent or more disabled. To demonstrate our commitment and to measure our progress, we establish annual hiring goals for the employment of veterans and persons with disabilities. In FY23, DOE established an ambitious hiring goal that veterans make up at least 25% of new hires, and disabled veterans make up at least 10% of new hires. These goals are reflective of the Department's value on our American military members, and especially on our disabled veterans. DOE successfully recruited 213 disabled veterans in FY23, accounting for 11% of new hires, exceeding our targeted hiring goal of 10% disabled veterans. We recruited 397 veterans in FY23, accounting for 21% of new hires, very close to our targeted hiring goal of 25%. DOE also increased the total number of disabled veterans and 30 percent or more disabled veterans in our workforce, as compared to FY22. By the end of FY23, DOE's total workforce was composed of 31% veterans, 12% disabled veterans, and 9% veterans with a service-connected disability of 30 percent or more. Every year for the past five years from FY19 to FY23, DOE has had an increase in the percentage of disabled veterans and 30 percent or more disabled veterans.

Total DOE New Hires*	Preference-Eligible Vet Hires	Disabled Vet Hires	30% or More Disabled Vet Hires
Hiring Goals FY23	**	10%	**
1,914	**	213 (11%)	**
Hiring Goals FY22	27%	13%	9%
1,396	272 (20%)	154 (11%)	132 (10%)
Hiring Goals FY21	27%	12%	8%
1,146	289 (25%)	159 (14%)	138 (12%)
Hiring Goals FY20	25%	11%	7%
1,031	267 (26%)	151 (15%)	119 (12%)
Hiring Goals FY19	25%	11%	7%
859	212 (25%)	96 (11%)	79 (9%)

Note: The percentages are calculated from the total for the respective FY, and not the subset.

*OPM's definition of new hires do not include transfers between federal agencies.

**This was not a hiring goal for the FY.

Fiscal Year	DOE Workforce	Number of Veterans in the Workforce	Disabled Veterans in the Workforce	30% or More Disabled Veterans (subset of disabled veterans)
FY23	14,850	4,535 (31%)	1,785 (12%)	1,372 (9%)
FY22	13,620	4,399 (32%)	1,579 (12%)	1,196 (9%)
FY21	13,237	4,492 (34%)	1,487 (11%)	1,102 (8%)
FY20	13,119	4,569 (35%)	1,380 (11%)	989 (8%)
FY19	12,879	4,546 (35%)	1,253 (10%)	881 (7%)

Note: The percentages are calculated from the total for the respective FY, and not the subset.

12. OPM DVAAP Manager Official Use Only: Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?

Yes ☐ Somewhat ☐ No ☐

13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled (Attach supporting addendums if needed)

A. Vacancy Announcements: DOE will continue to hire qualified disabled veterans using both competitive and noncompetitive appointing authorities. Noncompetitive applications are accepted for special hiring authorities (30 Percent or More Disabled, Veterans Recruitment Appointment, and Schedule A). Applications are also accepted for the Veterans Employment Opportunity Act hiring authority. Vacancy announcement templates will include standard language encouraging veterans and persons with disabilities to apply. HR Shared Service Centers (SSCs) and servicing HR offices will work with the Office of Recruitment and Advisory Services (ORAS) to utilize available options, as appropriate, to market DOE vacancies. Targeted recruitment strategies are utilized when feasible to effectively increase overall representation of disabled veterans and 30 percent or more disabled veterans within the applicant pool. Targeted recruitment may include posting job opportunities on various job boards and social media sites, as well as distribution of job announcements to vocational rehabilitation centers, disability employment offices, veteran and disability resource centers at various colleges and universities, military base transition assistance program offices, the Department of Veterans Affairs (VA) Veteran Readiness & Employment (VR&E) and the Department of Defense (DOD) Operation Warfighter (OWF) employment coordinators, the Department of Labor (DOL), and other similar sources of disabled veterans.

B. Standing Registers: DOE Departmental Elements may establish standing registers to maintain an inventory of qualified disabled veterans' applications for positions.

C. Increased Use of Special Hiring Authorities: Staffing specialists, managers, and supervisors are trained annually on the hiring flexibilities that can be used to hire disabled veterans. SSCs will consult with hiring managers to expand the use of special hiring authorities and provide further on-the-job training to staffing specialists on the use of the special appointing authorities. In addition to the mandatory training, ORAS will continue to hold information sessions and participate in consultation meetings with hiring managers to educate them on the use of special hiring authorities and applicant sources for disabled veterans.

D. Recruitment Events and Disabled Veteran Programs: DOE will conduct recruitment and outreach through activities that target disabled veterans, including information sessions, veteran job fairs, and conferences. This will be done through a collaboration between ORAS, SSCs, and program and staff offices. DOE will also work to leverage disabled veteran programs and establish partnerships with vocational rehabilitation centers, disability employment offices, veteran and disability resource centers at various colleges and universities, military base transition assistance program offices, the VA VR&E, the DOD OWF program, the DOL, and other organizations whose primary focus is working to employ disabled veterans. Disabled veterans will also be considered through veteran employment programs, Career Pathways Program opportunities, and stipend-based internship opportunities.

a. Training or Work Experience: DOE will continue to utilize vocational rehabilitation programs as a source of talent. A disabled veteran who successfully completes a VA training program under 5 CFR 315.604 is given a certificate of training that allows them to be appointed non-competitively under a status quo appointment that may be converted to a permanent career or career-conditional appointment at any time.

14. OPM DVAAP Manager Official Use Only: Did agency provide a description of recruiting methods that they will use to seek out disabled veterans?

Yes ☐ Somewhat ☐ No ☐

15. OPM DVAAP Manager Official Use Only: Did agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?

Yes ☐ Somewhat ☐ No ☐

16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans (Attach supporting addendums if needed)

DOE Elements shall take steps to ensure that qualified disabled veteran employees, especially those who are 30 percent or more disabled, are made aware of vacancies and considered along with other qualified employees for advancement opportunities that will be filled through internal procedures. Internal vacancy announcements should be well publicized and strategically posted using targeted sources. Consideration should be given to disabled veterans for developmental opportunities including rotational assignments and technical and leadership training. In accordance with regulatory requirements, reasonable accommodations will be provided as needed to ensure full participation in developmental activities.

Office of the Chief Human Capital Officer (HC) Policy Memorandums provide further guidance to the use of hiring flexibilities.

17. OPM DVAAP Manager Official Use Only: Did agency provide a description of how they will provide internal advancement opportunities for disabled veterans?

Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	--

18. OPM DVAAP Manager Official Use Only: If needed, is there a plan of how the agency will improve internal advancement opportunities for disabled veterans?

Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	Not Needed	<input type="checkbox"/>	
-----	--------------------------	----------	--------------------------	----	--------------------------	------------	--------------------------	--

19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans (Attach supporting addendums if needed)

Responsibilities associated with employment, advancement, and retention of disabled veterans will be communicated through regulation, DOE Policy Guidance Memorandums, Standard Operating Procedures (SOP), and the DVAAP Plan. Departmental Elements will be provided copies of the DVAAP Plan annually and will be readily accessible on HC's external website on www.energy.gov and HC's intranet site, HCnet. Guidance and updates will be provided by ORAS through meetings and communications.

Awareness of the DVAAP Plan will be expanded within the SSCs, EEO Offices, and HC Offices to increase technical knowledge necessary for effective consultations with managers regarding recruitment, hiring, advancement, and retention of disabled veterans and especially, those who are 30 percent or more disabled.

20. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans? (Not Applicable for agencies that do not have operating components or field installations)

Yes	<input type="checkbox"/>	Somewhat	<input type="checkbox"/>	No	<input type="checkbox"/>	Not Applicable	<input type="checkbox"/>
-----	--------------------------	----------	--------------------------	----	--------------------------	----------------	--------------------------

21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan (Attach supporting addendums if needed)

DOE will continue to set annual hiring goals for the employment of veterans, disabled veterans, persons with disabilities, and persons with targeted disabilities. Progress toward achieving these goals will be assessed quarterly and annually. Results will be reported to the Chief Human Capital Officer (CHCO), departmental leadership, the HC community, and diversity and inclusion and workforce development representatives.

HC will continue to offer strategies to address areas of underrepresentation and will maintain a Recruiter's Toolbox on HCnet, with resources to facilitate the hiring of veterans and persons with disabilities. Strategic Hiring Plan Briefings will be held with Departmental Elements, outlining effective strategies for recruiting disabled veterans. HC will conduct comprehensive live virtual trainings for supervisors, managers, and non-supervisory Resource Managers on recruitment and outreach and hiring flexibilities available for disabled veterans.

Periodic reviews and analysis of statistical data will be conducted throughout the year. Based on the information gathered, revisions will be made as necessary to improve the recruitment, hiring, advancement, and retention of veterans with disabilities, especially those who are 30 percent or more disabled.

In conjunction with DOE quarterly progress reviews, major DOE components will conduct self-assessments of progress toward achieving DVAAP program accomplishments. Annual quality evaluations will be performed during preparation of the DVAAP and Management Directive (MD-715) accomplishment reports, to determine progress from the previous year. Periodic audits will be conducted at major DOE locations to determine if HC processes and transactions comply with regulation and DOE policy.

22. OPM DVAAP Manager Official Use Only: Did agency provide a description on how they will monitor, review and evaluate its planned efforts? (If applicable as well as for major operating components and field installations)

Yes ☐ Somewhat ☐ No ☐

**23. POC's Name, Email, and Phone Number of Operating Components and Field Installations
(If Applicable)**

Designated DVAAP Certifying Official

Name: Erin Moore

Title: Chief Human Capital Officer

Email: erin.moore@hq.doe.gov

Telephone Number: (202) 586-9558

Designated DVAAP POC Director

Director Name: Carl Durrett

Title: Director, Office of Recruitment and Advisory Services

Email: carl.durrett@hq.doe.gov

Telephone Number: (202) 940-6992

POC Name: Michelle Brown

Title: Veteran and Disability Employment Program Manager

Email: michelle.brown@hq.doe.gov

Telephone Number: (202) 934-5226

Plan Certification

The plans shall cover a time period of not less than one year, and may cover a longer period if concurrent with the agency's Section 501(b) Plan. Each plan must specify the period of time it covers.

Agency must have a plan covering all of its operating components and field installations. The plan shall include instructions assigning specific responsibilities on affirmative actions to be taken by the agency's operating components and field installations to promote the employment and advancement of disabled veterans. OPM must be informed when headquarters offices require plans at the field or installation level.

Agency operating components and field installations must have a copy of the plan covering them, and must implement their responsibilities under the plan. OPM may require operating components and field installations to develop separate plans in accordance with program guidance and/or instructions.

Certification

The below certification indicates that the program is being implemented as required by 5 CFR Part 720, Subpart C and appropriate guidance issued by the U.S. Office of Personnel Management. Additionally, this agency has a current plan as required by the regulation.

Please type or print clearly. After an original signature is obtained, scan and return this sheet.

24. Dates of the Period of Time the Plan is Covered		From	11/30/2023	To	12/01/2024
25. Agency Name	U.S. Department of Energy				
26. DVAAP POC's Name	Michelle Brown				
27. Title	Veteran and Disability Employment Program Manager				
28. Telephone Number	(202) 934-5226	29. Email	michelle.brown@hq.doe.gov		
30. Date Plan Last Amended	11/30/2022		31. Date Effective	12/01/2022	
32. DVAAP Certifying Official's Name	Erin Moore				
33. Title	Chief Human Capital Officer				
34. Telephone Number	(202) 586-9558	35. Email	erin.moore@hq.doe.gov		
36. DVAAP Certifying Official Signature	Erin S. Moore		Digitally signed by Erin S. Moore Date: 2023.11.29 16:39:08 -05'00'		37. Date

Agency Disabled Veterans Affirmative Action Program Plan and Certification Electronic Reporting Instructions

General Instructions:

1. Complete all items and questions in the forms field.
2. Electronic Requirements – Agency should only submit data for what they are planning to do for the next Fiscal Year in accordance with the minimal requirements of the plan content from Title 5 CFR Part 720 Subpart C, which is provided on this form.
3. Collection of plan data requires a completed plan data element that has been recorded to be used throughout the Fiscal Year. Plans may vary from agency to agency. This form provides conformity and standardization for the minimal required core data. The forms have limited characters so agency may attach addendums when needed, if the form does not allow you to capture the data completely.

DVAAP Plan and Certification Information

1. **Agency** – Provide the name of the agency.
2. **FY** – Provide the Fiscal Year of which the plan will be covered under. If the plan is covering more than one year capture it in the form field, as seen on the following example: 2020-2023.
3. **POC Name** – Provide the name of the point of contact.
4. **Phone** – Provide the phone number of point of contact.
5. **A statement of the agency's policy with regard to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled** – Provide a statement of the agency's policy in regards to the employment and advancement of disabled veterans, especially those who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
6. **Did agency provide a policy outline in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled?** – OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a policy in regards to the employment and advancement of disabled veterans, especially those that are 30 percent or more disabled.
7. **An assessment of the current status of disabled veteran employment within the agency, with emphasis on those veterans who are 30 percent or more disabled -** Provide an assessment of the current status within the agency of the total amount of employees, veterans, disabled veterans and emphasizing those veterans who are 30 percent or more disabled. You may attach supporting graphs, charts, and addendums if the information provided pertains to the requirement.
8. **# of Employees** – Provide the total number of employees within the agency.
9. **# of Veterans** – Provide the total number of veterans within the agency.
10. **# of Disabled Veterans** - Provide the total number of disabled veterans within the agency.

- 11. # of 30% or More Disabled Veterans** – Provide the total number of 30% or more disabled veterans within the agency.
- 12. Did agency provide an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled?** – OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided an assessment of the current status of disabled veterans, especially those that are 30 percent or more disabled.
- 13. A description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled** – Provide a description of recruiting methods which will be used to seek out disabled veteran applicants, including special steps to be taken to recruit veterans who are 30 percent or more disabled. You may attach supporting addendums if the information provided pertains to the requirement.
- 14. Did your agency provide a description of recruiting methods that they will use to seek out disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a description of recruiting methods that they will use to seek out disabled veterans.
- 15. Did your agency provide special steps that would be taken to recruit 30 percent or more disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided special steps that would be taken to recruit 30 percent or more disabled veterans.
- 16. A description of how the agency will provide or improve internal advancement opportunities for disabled veterans** – Provide a description of how the agency will provide or improve internal advancement opportunities for disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement.
- 17. Did your agency provide a description of how they will provide internal advancement opportunities for disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provided a description of how they will provide internal advancement opportunities for disabled veterans.
- 18. If needed, is there a plan of how your agency will improve internal advancement opportunities for disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat”, “No”, or “Not Needed” to indicate if agency provided a description of how they will improve internal advancement opportunities for disabled veterans.
- 19. A description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans** – Provide a description of how the agency will inform its operating components and field installations, on a regular basis, of their responsibilities for employing and advancing disabled veterans. You may attach supporting addendums if the information provided pertains to the requirement. For agencies that do not have operating components or field installations, state in the form field N/A.

- 20. Did your agency provide a description on how they will inform their operating components and field installations, on responsibilities such as the employment and advancement of disabled veterans?** - OPM DVAAP Manager should click on “Yes”, “Somewhat”, “No”, or “Not Applicable” to indicate if agency provided a description on how they will inform their operating components and field installations on a regular basis, on responsibilities such as the employment and advancement of disabled veterans. Not Applicable for agencies that do not have operating components or field installations.
- 21. A description of how the agency will monitor, review, and evaluate its planned efforts, including implementation at operating component and field installation levels during the period covered by the plan** – Provide a description of how the agency will monitor, review, and evaluate its planned efforts, if applicable, including implementation at operating component and field installation levels during the period covered by the plan. You may attach supporting addendums if the information provided pertains to the requirement.
- 22. Did your agency provide a description on how they will monitor, review and evaluate its planned efforts?** OPM DVAAP Manager should click on “Yes”, “Somewhat” or “No” to indicate if the agency provides a description on how they will monitor, review and evaluate its planned efforts.
- 23. POC’s Name, Email, and Phone Number of Operating Components and Field Installations** – If applicable provide point of contact’s name, email, and phone number of operating components and field installations.
- 24. Dates of the Period of Time the Plan is Covered** – Provide the start date of the plan and the end date of the plan.
- 25. Agency Name** – Provide the name of the agency.
- 26. DVAAP POC’s Name** – Provide the DVAAP point of contact’s name.
- 27. Title** – Provide the title of the point of contact.
- 28. Telephone Number** – Provide the phone number of the point of contact.
- 29. Email** – Provide the email of the point of contact.
- 30. Date Plan Last Amended** – Provide the date of when the plan was last amended.
- 31. Date Effective** – Provide the date when the plan is effective.
- 32. DVAAP Certifying Official’s Name** – Provide the DVAAP Certifying Official’s name.
- 33. Title** – Provide the title of the DVAAP Certifying Official.
- 34. Telephone Number** – Provide the phone number of the DVAAP Certifying Official.
- 35. Email** – Provide the email of the DVAAP Certifying Official.
- 36. DVAAP Certifying Official Signature** – DVAAP Certifying Official must provide an electronic signature or print out the page and hand sign the plan certification.
- 37. Date** – Provide the date that plan was signed.